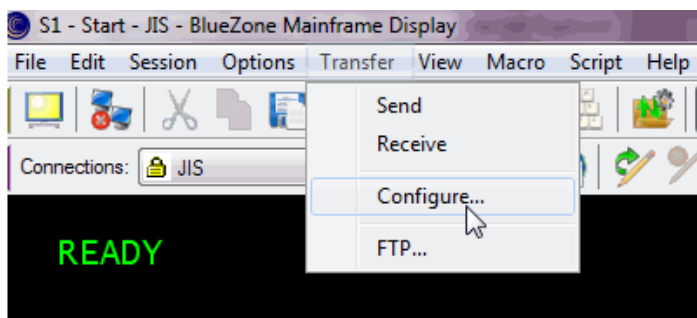
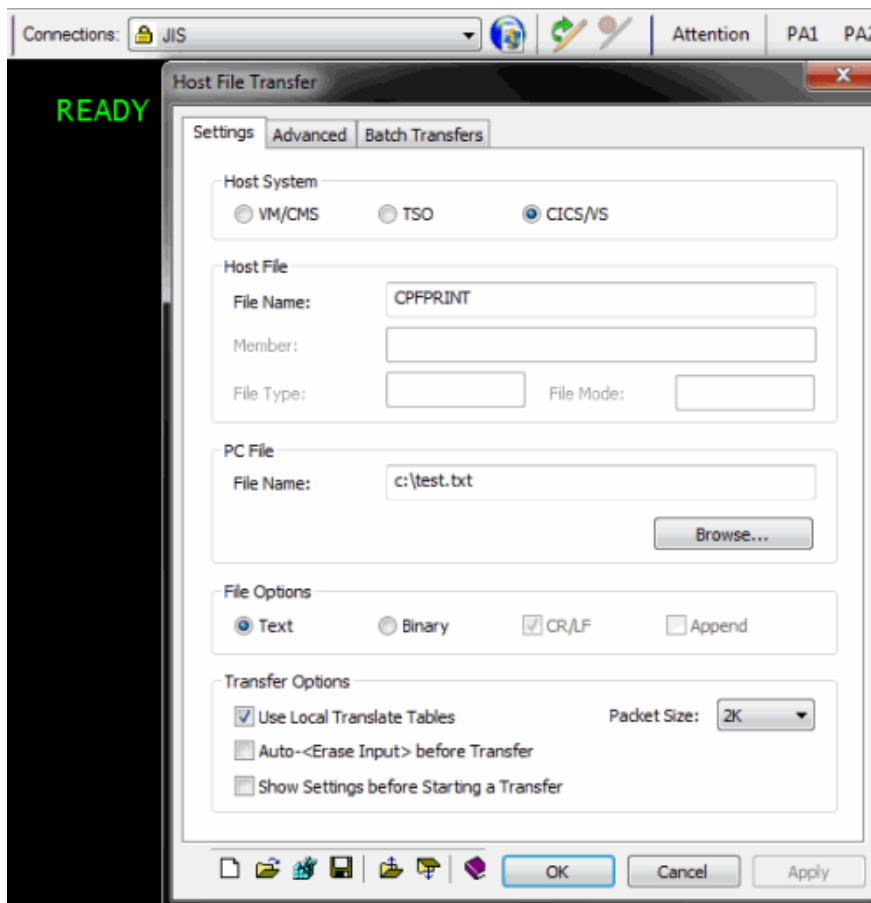


## How to Transfer a Report Using BlueZone 5.1

1. From the **TPX Menu**, press <F6> (Session Print) to open your print jobs in your court's print domain.
2. Type **TRA** (Transfer) in the **Command** field (at the ? prompt at the top of the screen).
3. Type **X** next to the report you wish to transfer.
4. Press <ENTER>. **Result:** A blank "Ready" screen displays.
5. From the top **Menu** bar, click **Transfer** and select **Configure** from the drop-down menu, as shown in the image below:



**Result:** The Host File Transfer window displays, as shown in the image below:

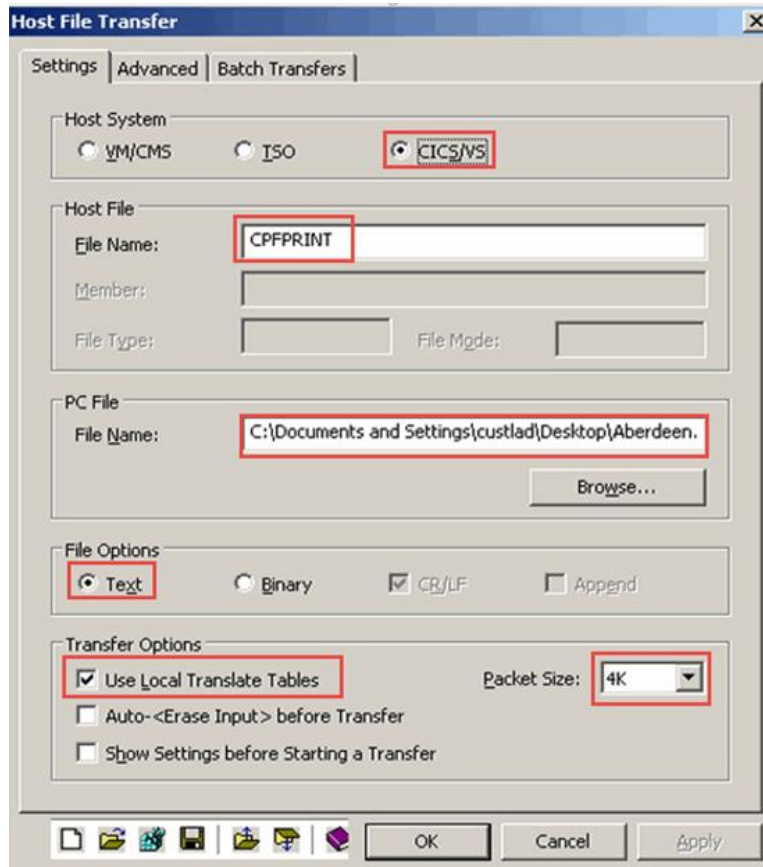


6. In the **Host File Transfer** window, the **Settings tab** should already be selected, but if it is not, click the **Settings** tab and make the following entries in each field:

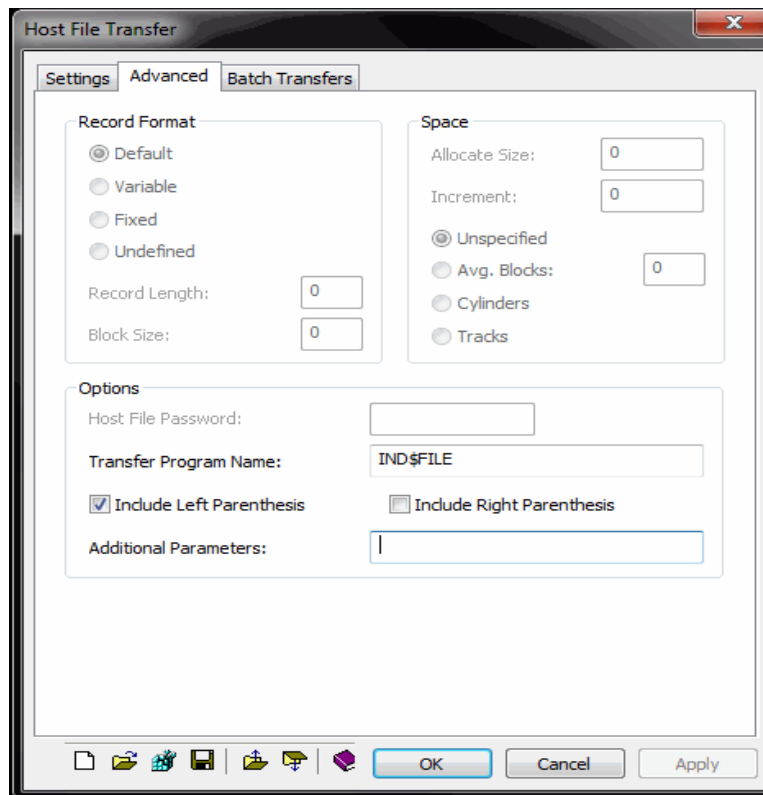
Field	Entry
Host System	<b>CICS/VS</b>
Host File/ File Name	<b>CPFPRINT</b>
PC File/ File Name	<p>Click the <b>Browse</b> button to select the desired network drive and/or folder on your PC, then type the name under which you want to save the document you are downloading.</p> <p><b>Hint:</b> If you save the document to C:\Desktop\Document name.doc, you will be able to find it easily from your Desktop when you are ready to print it.</p> <p><b>Note:</b> Be sure to add <b>.doc</b> at the end of the document name to ensure it will open as a Microsoft Word® file. Example: C:\Desktop\JuneDocket.doc. If you use Microsoft Word® 2007 or newer, <b>do not use the suffix .docx as BlueZone does not recognize this type of document.</b> You can resave the document in Word as a .docx file after the transfer is complete.</p>
File Options	<b>Text</b>
Transfer Options	Verify <b>ONLY</b> the "Use Local Translate Tables" is checked.
Packet Size	<b>4K</b>

Click **Apply** (the Apply button becomes grayed out). DO NOT CLICK **OK** YET.

Below is a sample of a completed **Host File Transfer** window from BlueZone 5.1:

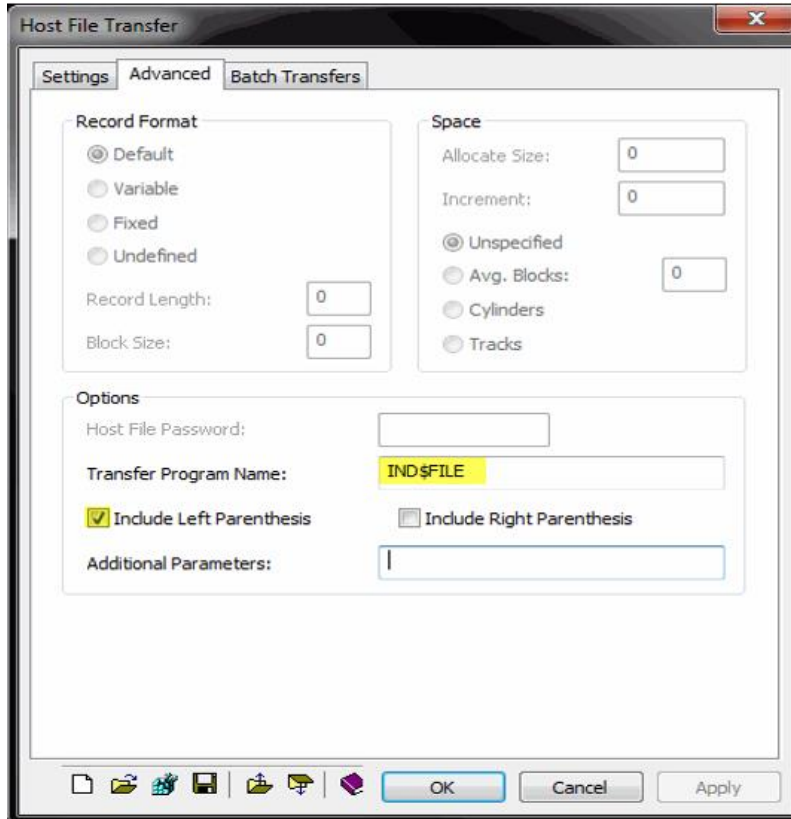


7. While still on the **Host File Transfer** screen, click the **Advanced** tab.



8. Verify the following entries:

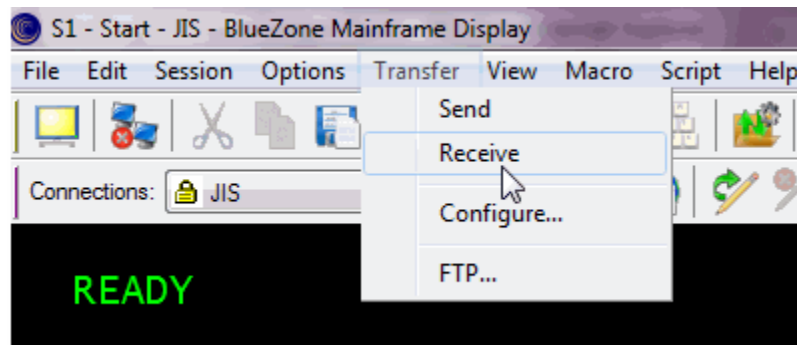
- The **Transfer Program Name** field displays: **IND\$FILE**.
- ONLY the box **Include Left Parenthesis** is checked.



9. Click **Apply**, then click **OK**.

**Result:** The Host File Transfer window closes and the blank "Ready" screen remains.

10. On the **Menu** bar, click **Transfer** and select **Receive** from the drop-down menu, as shown below:



**Result:** The Print Menu re-appears. The transfer process is complete and you are now ready to open the transferred document and print it. You may exit the **Print Menu**.

11. Locate the document name you assigned in Step 6 above.

**NOTE:** If using Microsoft Word® as your word processor, the first time you open a transferred document, you may be prompted to **Install a Converter**. Click **OK** to allow the install. (Please see your network administrator or manager if you do not have security settings on your PC to allow this install.)